



# Santa Clara Police Training Flash



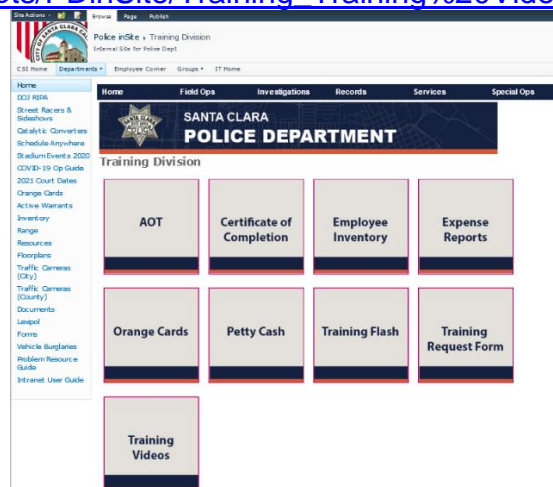
## Training Requests, "Orange Cards", Petty Cash, & Expense Reports

The Santa Clara Police Department recently implemented the LEFTA software system to aid in field training and employee records management. The LEFTA system will decrease workload and filing while increasing transparency and records management. To help utilize the LEFTA and Intranet systems, the Training Unit has created instructional video with step by step processes:

- Training Requests & Orange Cards – Same form used for both purposes (LEFTA)  
(Please attach a briefing training checklist or lesson plan to all orange cards)
- Petty Cash Reimbursement (Intranet)
- Expense Reports (Intranet)

Paper copies of the Training Requests, Orange Cards, Petty Cash, & Expense Reports will not be accepted. Please watch the instructional videos to get step by step instructions. The Training Unit instructional videos are located on the City of Santa Clara Intranet website under Services/Training Division/Training Videos.

([http://csi.santaclaraca.gov/depts/PDinSite/Training\\_Training%20Videos/Forms/AllItems.aspx](http://csi.santaclaraca.gov/depts/PDinSite/Training_Training%20Videos/Forms/AllItems.aspx))



The Training Request and Orange Card tab will link you to the LEFTA website. The Expense Reports and Petty Cash tabs will link you to the City of Santa Clara Finance Department. When logging on to the LEFTA website, use Google Chrome.

(<https://shieldportal.leftasystems.net/Account/Login?ReturnUrl=%2F>)

As a reminder, please do not sign up for training classes (even free courses) on your own without completing a training request and approval from command staff. If you sign up on your own, the Training Unit is unable to track the status of the course, document the completed training for your personnel file, or keep an accurate budget.